

**WILLIAMSBURG PLANNING COMMISSION
MINUTES
Wednesday, December 17, 2003**

The regular monthly meeting of the Williamsburg Planning Commission was held on Wednesday, December 17, 2003, at 3:30 p.m. in the Council Chambers at the Stryker Building.

CALL TO ORDER and ATTENDANCE

Chairman Freiling called the meeting to order. Present in addition to Mr. Freiling were Commissioners Friend, Hertzler, McBeth and Pons. Commissioner Young arrived late. Commissioner Smith was absent. Also present were Planning Director Nester and Zoning Administrator Murphy.

MINUTES

Mr. Pons moved that the minutes of the October 15 regular meeting be approved as corrected. Mr. Friend seconded the motion which carried by roll call vote of 5-0.

CONSENT AGENDA

There were no cases on the consent agenda this month.

PUBLIC HEARINGS

There were no cases scheduled for public hearings this month.

OPEN FORUM

Chairman Freiling opened the Open Forum portion of the meeting encouraging comments from the audience on any topic.

There being no comment the Open Forum portion of the meeting was closed.

SITE PLANS AND SUBDIVISIONS

There were no site plans or subdivisions on the agenda for this month.

OLD BUSINESS - None

[Mr. Young arrived]

NEW BUSINESS

Mr. Nester gave a brief review of the Comprehensive Plan Update process for 2004, and reviewed maps showing development that occurred since the adoption of the 1998 Comprehensive Plan, as well as major areas of development and redevelopment that the planning process will need to consider.

Mr. Nester suggested that two work sessions a month be scheduled for 2004. There was an extended discussion among Commissioners on work session dates. It was decided to schedule a work session on Monday, January 12, 3:30 p.m. at the Municipal Building, and to decide dates for future work sessions at that time.

OTHER

The 2003 Planning Commission Annual Report was presented to the Commission. Mr. Nester noted that Mr. Friend was the only Commissioner with perfect attendance for regular meetings and work sessions.

Mr. Freiling requested that staff update the Commission every month on the status of major development projects. Mr. Nester said that this would be added to the agenda.

Mr. Freiling discussed the issue of limiting speaking time at public hearings for applicants and citizens. There was a discussion on this issue, noting that the policy should be uniform and apply to all meetings. It was decided to have this as an agenda item for the January 14 meeting.

INFORMATION ITEMS

Report from City Council
Planning Department Monthly Report
Monthly Financial Statement

PUBLIC HEARINGS SCHEDULED FOR JANUARY 14, 2004

CIP: Five-Year Capital Improvement Program (FY05 to FY09). Citizens are requested to present items for inclusion in the Capital Improvement Program.

PCR #04-001: Request of Williamsburg Presbyterian Church, 215 Richmond Road, for a special use permit for a new sanctuary, expanding capacity from 275 to 500 seats. The property is zoned Downtown Residential District RDT.

PCR #04-002: Request of James City County Fire Department to revise Chapter 21, Zoning, of the Williamsburg City Code, RS-2 District, Section 21-164, to allow replacement of existing communication towers as a special use permit.

PCR #04-003: Request of James City County Fire Department for a special use permit to replace an existing 200 foot high communication tower with a 280 foot high communication tower at 1118 Ironbound Road (Berkeley Middle School). The proposed replacement tower will house communications equipment associated with the regional 800 MHz radio system which will serve James City County and York County communications and emergency services. The property is zoned Single-Family Dwelling District RS-2.

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Mr. Nester noted that a balloon test for the antenna location is scheduled for Monday, December 29, 9:00 to 11:00 a.m., with an inclement weather date of Tuesday, December 30, same time. It was requested that Fire and Police representatives be present at the public hearing.

The meeting adjourned at 4:22 p.m.

Paul Freiling, Chairman
Williamsburg Planning Commission